UNLV | HUMAN RESOURCES

LOA SALARIED JOB DESCRIPTION

Job Function
Systems Analyst/Network Administrator/Programmer

Job Profile
J001504 - LOA Salaried-Computer And Mathematical

PURPOSE
Installs, configures, monitors, upgrades and maintains IT systems. Perform IT systems management and integration functions. Analyzes, documents, installs, develops and maintains operating system software. Determines hardware, software or system functional specifications. Designs, develops, testing or modifications of computer systems or programs, including prototypes, based on and related to user or system design specifications or machine operating systems.

ESSENTIAL FUNCTIONS/PRIMARY DUTIES

- Installs, configures, monitors, upgrades and maintains systems, including email, web servers, operating systems, and security tools. Monitors data integrity and system integrity.
- Ensures data integrity, extraction, analyzing and transforming data.
- Perform systems management and integration functions, improve existing computer systems, and review computer system capabilities, workflow, and schedule limitations.
- Provides technical analysis, design, installation, maintenance and modification of broad/complex computer systems.
- Monitors, maintains, and upgrades applicable technology systems including quality assurance and implementing system modifications/upgrades.
- Responsible for network connectivity, setup and maintenance, remote VPN connections, network security and wi-fi connectivity.
- Analyzes, documents, installs, develops and maintains operating system software; consults with end users to identify needs and develops databases and/or applications.
- Researches and resolves systems related technical questions and problems from users, management, and other technical staff. Acts as liaison between users and vendor support personnel.
- Monitors the security and integrity of systems and data. Reviews and documents systems failures and participates in taking corrective action.
- Analyzes business process issues and/or problems and provides consulting assistance as it relates to systems, networks, configurations, and any kind of client-facing interfaces.

MINIMUM QUALIFICATIONS
Bachelor's preferred. 2 years preferred.

This job description is intended to indicate the essential functions and levels of work difficulty of the position and is not intended to describe in detail all of the position's specific duties and responsibilities nor exclude other duties of similar level or difficulty. Additionally, it is not intended to limit management's rights to assign, direct, and control the work of employees under their supervision.